

Utah State Office of Education  
Child Nutrition Programs  
250 E 500 S  
P.O. Box 144200  
Salt Lake City, UT 84114

## ANNUAL STORAGE FACILITY SELF-EVALUATION FORM

USDA Food Distribution requires Recipient Agencies to conduct an annual review of primary storage facilities in which USDA commodities are stored, including commercial storage facilities. Complete this form by June 30 and retain on file for 3 years after the current year. It will be checked during the Coordinated Review Effort (CRE).

Recipient Agency Name:	Storage Facility Name:																																													
	<table><thead><tr><th></th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>1. Are required local/state health inspection certificates on file?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>2. Is storage space sanitary and free from rodent, bird, insect and other animal infestation?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>3. Are foods of a kind stocked and spaced to permit easy identification and provide accountability?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>4. Are foods stored off the floor and on pallets or shelves to allow for proper ventilation?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>5. Are out-of-condition foods stored separately and disposed of promptly?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>6. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate food in storage?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>7. Are safeguards taken to prevent spoilage and other loss?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>8. Are safeguards taken to prevent theft?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>9. Is storage area maintained in a way that prevents accidents?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>10. Are dry storage areas maintained between 50 degrees F and 70 degrees F?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>11. Are refrigerated storage areas maintained at a temperature between 32 degrees F and 40 degrees F?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>12. Are the freezer storage areas at a temperature of 0 degrees F or below?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>13. Are accurate thermometers in place?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>14. Are daily temperature readings recorded for all cold storage facilities?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		YES	NO	1. Are required local/state health inspection certificates on file?	<input type="checkbox"/>	<input type="checkbox"/>	2. Is storage space sanitary and free from rodent, bird, insect and other animal infestation?	<input type="checkbox"/>	<input type="checkbox"/>	3. Are foods of a kind stocked and spaced to permit easy identification and provide accountability?	<input type="checkbox"/>	<input type="checkbox"/>	4. Are foods stored off the floor and on pallets or shelves to allow for proper ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	5. Are out-of-condition foods stored separately and disposed of promptly?	<input type="checkbox"/>	<input type="checkbox"/>	6. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate food in storage?	<input type="checkbox"/>	<input type="checkbox"/>	7. Are safeguards taken to prevent spoilage and other loss?	<input type="checkbox"/>	<input type="checkbox"/>	8. Are safeguards taken to prevent theft?	<input type="checkbox"/>	<input type="checkbox"/>	9. Is storage area maintained in a way that prevents accidents?	<input type="checkbox"/>	<input type="checkbox"/>	10. Are dry storage areas maintained between 50 degrees F and 70 degrees F?	<input type="checkbox"/>	<input type="checkbox"/>	11. Are refrigerated storage areas maintained at a temperature between 32 degrees F and 40 degrees F?	<input type="checkbox"/>	<input type="checkbox"/>	12. Are the freezer storage areas at a temperature of 0 degrees F or below?	<input type="checkbox"/>	<input type="checkbox"/>	13. Are accurate thermometers in place?	<input type="checkbox"/>	<input type="checkbox"/>	14. Are daily temperature readings recorded for all cold storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
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<b>CORRECTIVE ACTION</b>																																														

I hereby certify that all of the information, to the best of my knowledge, is true and correct.

\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE      DATE

**Please keep this report for your records.**